

Canton City Hall, Third Floor  
218 Cleveland Avenue, S.W.  
P.O. Box 24218  
Canton, Ohio 44701-4218  
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION**  
**CITY OF CANTON, OHIO**  
Phone: (330) 489-3360  
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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: February 16, 2012  
NO: B3-12

CLASSIFICATION TITLE  
TRANSPORTATION MECHANIC  
(Canton Board of Education)

STARTING HOURLY RATE  
\$14.72

## FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) by clicking on “City Services” and then “Civil Service”. Application, clear copy of driver’s license, resume and any other documentation pertaining to this position must be on file **no later than Friday, March 16, 2012.**

## EXAMINATION Tuesday, April 10, 2012

**EXAM:** 5:00 p.m.  
**LOCATION:** Timken Senior High School Commons, 521 Tuscarawas Street West, Canton, OH 44702. Parking and entrance to the Commons is on 4<sup>th</sup> Street NW.  
**SCOPE:** The written examination will consist of questions on the following subjects: gas and diesel engines; medium and heavy duty drive trains, brake and air systems, electrical/electronic systems; suspension, steering, hydraulics, heating, air conditioning, ventilation systems; preventative maintenance; and safety.  
A score of 70% will be the minimum passing point.

This is an open examination. Applicants must show that they are a reliable worker and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

## MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

All applicants must be a high school graduate or possess a G.E.D. Applicants must have a valid State of Ohio School Bus Operator’s License or obtain one within a year and must be maintained. Applicant must have the physical ability to handle materials weighing up to 100 lbs., be physically able to work in and under transportation vehicles, have the ability to work without supervision, and the ability to cooperate and get along with others, and work as a member of a team.

Since this position is for employment in a school setting, all applicants MUST be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants MUST NOT have been convicted of a felony in this or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Applicants must have previous experience in the repair of diesel and gasoline engines, in the repair of standard and automatic transmissions, have experience in tune-up and minor body repairs, and in the fixing and/or installation of brakes.

**\*\*\*\*IMPORTANT NOTICE TO VETERANS\*\*\*\***

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE FORM (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

**\*\*\*\*RESIDENCY BONUS\*\*\*\***

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS AWARD IS 20%.**

**RATING**

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

**ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED**

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver’s License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

**DUTIES**

The Transportation Mechanic reports to the Supervisor of Transportation and is responsible for, but not limited to the following: diagnose and repair of district automotive equipment, establishes an efficient and effective system of routine automotive maintenance and preventive care, promotes high standards of safety and good housekeeping methods in all work-connected areas, keeps accurate maintenance records, provides information for repairs, maintains a current inventory of supplies and equipment, works with the Highway Patrol for inspection of school buses, provides information regarding the sale and trade-in values of vehicles, and performs other duties as directed.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION  
Samuel J. Sliman, Administrator**